

SECRET

8 July 1971

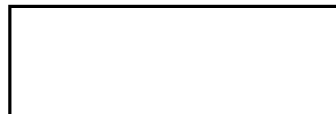
Mr. Coffey



25X1

- Attached are: (1) Reworked reply to I. G.
Report - OP
(2) Answers to questions you
asked me re specific comments

Memorandums re follow on actions have been
written to Director of Personnel and Director of
Logistics. Will forward these for your signature
upon your approval of the basic paper.



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Atts.

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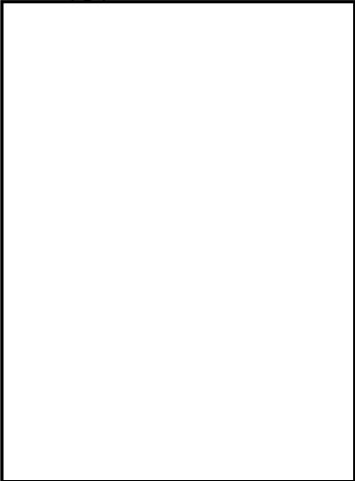
Answers to Mr. Coffey's Questions Re I.G. Survey of the Office of Personnel

Comment on Rec. No. 1 is now reconformed to exact wording of DD/S statement.

Question No. 1


What space are we in fact looking for; e.g. what OP units meant by I.G. and how much space do they occupy?

Answer: OP units discussed by I.G. and space they occupy are as follows:

	<u>1 July CRAMS</u>	<u>I.G. Figures</u>
Office of Director		ALL SPACE
SA-Placement Division		
Recruitment Division		
Recruitment & Placement/WARO		
Personal Affairs Branch		
Special Activities Staff		
SA-Contract Personnel Division		
Retirement Affairs Division		
Retirement O.P.S. Branch		
SA-Central Processing		
Insurance Branch		
Credit Union		
(2 sq. ft. difference overall on CRAMS Report from I.G. Survey)		

The above units are listed as Tab A of the I.G. Survey.

Tab B of the I.G. Survey concerning the Office of Medical Services' space shows no change in the space figures quoted by the I.G. and as shown on the 1 July CRAMS Report.

Office of the Director	
Selection and Processing Division	
SA-Process and Selection	
Selection and Processing	
Psychiatric Staff	
Psychological Services	
Reception Area	
Field Support Staff	
Support Division	
Clinical Division	
ALL SPACE	

For comparison -- 1 July CRAMS Report shows: For the entire Support Directorate (sq. ft. per person):

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O-DD/S
SSS
OMS
OC
OL
OP
OS
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OF



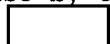
Question No. 2

Comment on Recommendation No. 2 of the I.G. Report doesn't seem responsive.

Answer: The answer is now as reworked and submitted by D/OP.


Question No. 3

This question pertains to Rec. 5b of the I.G. Report. Are we really serious about five-year rotational assignments? How many could we anticipate? Shouldn't we say we'll do a number on a rotation basis--perhaps in area where we have more than one man?

Answer: Yes, we are serious but on a case-by-case basis. There are no areas where we have more than one man. The  area had two men--one STAT has retired. Six rotational assignments can be anticipated in the next 10 years. The first one in 1975 and the last of the six in 1981. *There are mandatory retirement dates of recruiters now there. (answer ties in with 5e)*

Question No. 4

Wondered if any experience data on call-in's? This question pertains to Rec. No. 6 of the I.G. Report, "That the secretarial hours in all field offices be established in such a fashion as to ensure an office presence every weekly workday."

Answer: There is no way to provide experience data when the office is closed--no one monitors it. An answering service answers the phone when the office is closed.  knows of no reason for call-in's and has no figures for any. Therefore, there doesn't seem to be any experience data for secretarial help called into the office at all.

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Question No. 6

Does the Office of Personnel really go for this as being all we in fact can do? This question pertains to the I.G. comment "That the Director of Medical Services adopt a policy of pre-EOD medical examinations for clerical applicants."

Answer: Yes, OP agrees that this is in fact all we can do and all we need to do at present.

Question No. 7

STAT Is [] involved? This question pertains to Rec. No. 11d of the
STAT I.G. Report which states, "Seek professional advice in planning and implementing
STAT improvement in the decor of the []"

STAT Answer: [] OP, has the plan but has not submitted it out of
STAT the Office of Personnel. He states that [] of the Office of Logistics has
STAT been working with the plan and thus far, to [] knowledge, []
STAT has not been involved but he, [] states that in his opinion if [] needs
to become involved he assumes the Office of Logistics will bring him in.

Question No. 8

Do we agree in principle or is this a specialty giving better results on longer assignment basis? This item pertains to Rec. No. 15b of the I.G.

Report which states, "Develop a rotational plan for professional position classifiers."

Answer: The Office of Personnel feels this is a specialty in the personnel business but will concur with modifications; ~~and~~ modification being that there is a hardcore group who they do not plan rotational assignments for, ~~out of the specialty of position classifiers.~~

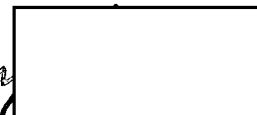
Question No. 9

The reply to Rec. No. 18 has been redone.

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*Reworked comments on recommendations
1, 2 and 18 have been read and
approved by Messrs Fisher*



MDM STAT

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